College of Arts & Sciences Administrators' Handbook

September 2012

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Welcome to Santa Clara University

This binder will serve as an introduction to basic policies and procedures for Administrative Staff within the College of Arts & Sciences. There are many different practices followed by individual units, so please discuss your units' needs with your Chair or predecessor (when possible).

We are happy to have you join the College and if you have questions that are not answered within these pages, we encourage you to reach out to your fellow administrators for advice and support.

Best Regards,
Orientation Coordinators

Getting Started

1.1. Access

Before you can begin diving into a regular routine in your new position, you'll have to be granted access to several different systems on campus. If you haven't already received it, you'll need your employee ID # from HR. Once you've got that, you're ready to begin:

Resource	Contact
Access (SCU ID) Card	Access Office, located in Benson Center
Card access (Onity locks)/keys to buildings	Facilities facilities-csc@scu.edu
Parking	Campus Safety (x4441) Fill out the parking form: http://university-operations.scu.edu/campus/parkinginformation
Novell/Groupwise (email)	Complete Groupwise Account Form and User Agreement Form: http://it.scu.edu/faq/NewEmployee.shtml (*Note, Google email will be replacing Groupwise in December 2012)
PeopleSoft (Student Administration)	Bill Fowler (x7020), bfowler@scu.edu Complete PeopleSoft Access Security Form: http://www.scu.edu/studentrecords/Resources/Resources.cfm
PeopleSoft (Budget Management)	Ruben Sumoba (x1881), rssumoba@scu.edu Complete User Agreement Form: http://www.scu.edu/finance/forms/index.cfm
Technology Training	Training Staff, 408-551-3120: http://www.scu.edu/training/
Petty Cash set-up	Suzanne Gaumont (x6902) or sgaumont@scu.edu
Purchasing Card set-up	Ed Merryman (x5076) or emerryman@scu.edu
Commonspot (web publishing)	Russ Morris (x5127) or rmorris@scu.edu
Campus Directory Update	Office of Communication & Marketing (x6068) Request to be added as phonebook representative for unit.
Astra Calendar (room scheduling)	Mary Camarena-Hittle (mcamarenahittle@scu.edu) (x 2342)
Copier access	Bertha Gonzales (x4037) or bgonzalez@scu.edu
AIM Login (Facilities work orders)	Jenny Stoddard (x4742) or facilities-csc@scu.edu
Staff email distribution lists	ITS (x5700), Ask for your @scu.edu address to be added to both staff lists
Office Max username and password	Lisa Chatelle Watt (x5414) lchatellewatt@scu.edu
Give Something Back login and password	Lisa Chatelle Watt (x5414) lchatellewatt@scu.edu

1.2. Training

Getting Started	Contact
PeopleSoft Financials	Suzanne Gaumont (x6902) or sgaumont@scu.edu
Petty Cash	Suzanne Gaumont (x6902) or sgaumont@scu.edu
PeopleSoft Purchasing	Kim Tavares (x4364) or ktavares@scu.edu
CONCUR (reimbursements)	Khanh Chau (x 5497) or kchau@scu.edu
Purchasing Card	Ed Merryman (x5076) or emerryman@scu.edu
PeopleSoft Quick Voucher (reimbursements)	Khanh Chau (x5497) or kchau@scu.edu
PeopleSoft (Student data)	Adora Hoose (x4998) or ahoose@scu.edu
PeopleSoft Queries	Monica Augustin (x4331) or mlaugustin@scu.edu
Office Max online ordering	Lisa Chatelle Watt (x5414) or lchatellewatt@scu.edu
Give Something Back ordering	Lisa Chatelle Watt (x5414) or lchatellewatt@scu.edu
Commonspot (Web)	Russ Morris (x5127) or rmorris@scu.edu

Additional or Advanced	Link
HR Professional Development	http://www.scu.edu/hr/calendar/hrworkshops.cfm
HR Training	http://www.scu.edu/hr/training/
Technology Training	http://www.scu.edu/training/

Online Resources

How-to Guides and FAQs	Link
A&S College Protocols	http://www.scu.edu/cas/facultyandstaff/protocols.cfm
Commonspot Guide	http://www.scu.edu/webpublishing/cms/
Finance Office	http://www.scu.edu/finance/peoplesoft/
Financial Training Guides	http://www.scu.edu/finance/training/
Going Google @ SCU	http://goinggoogle.scu.edu
HR's Getting Things Done Guide	http://www.scu.edu/hr/gettingthingsdone/index.cfm
ITS Help Guide	http://it.scu.edu/help/homepage.shtml
Registrar Resources	http://www.scu.edu/studentrecords/Resources/Resources.cfm

1.3. Technology Primer

Here are few of the software programs you will be using and a few that you should be familiar with, as they are often used by faculty and students. Please visit the IT website for some help pages on these various programs. http://it.scu.edu/help/homepage.shtml

1.3.1. Novell: Novell is the networking system that we use on campus. You will need your Novell password to access on-campus computer networks. Also, you will use your Novell account to access SCU's wireless network. You must complete an account creation request form: http://it.scu.edu/services/NovellGroupWiseAccountRequest.shtml

Once completed, forms must be returned to Information Technology in the Harrington Learning Commons, west end 2nd floor.

If you are having problems logging into Novell, verify that you are logging into the correct context. If you don't see the context field, click Advanced. **The context for Staff and Faculty is Users.scu.** Other you may see include: Ugrad.students.scu or Grad.students.scu. Use the drop down list to choose the correct context.

For more information contact Information Technology at (408) 554-5700 or you may submit a service request online: http://it.scu.edu/Comments.shtml

1.3.2. E-Campus: E-campus is used to access your personal data including timesheets, payroll information, change personal or emergency contact information, and reset email/Novell passwords. In addition, through e-campus you may access & approve timesheets of subordinates.

If you choose to take classes using tuition remission, you may also access your grades, register/drop classes, and view your transcripts. It can be accessed from the Santa Clara University Homepage and the Information technology homepage. Login to E-Campus here: https://www.scu.edu/ecampus/

You can retrieve your GroupWise and Novell username and password from Ecampus. Login to Ecampus, go to In My Menu, go to Personal Portfolio - SCU Electronic Information.

For more assistance with E-Campus, contact Information Technology at (408) 554-5700 or ecampus@scu.edu

1.3.3. PeopleSoft: You will use two separate PeopleSoft systems in your job: HEPRD and Financials. Any academic information – student background information, enrollment and grades, majors and minors, etc. are held in HEPRD. You will use Financials for accounts payable and receivable, purchasing, and your unit's budget reports. Both systems are quite extensive, and you'll receive training from appropriate parties in each (see training, above).

One tool within PeopleSoft HEPRD to be aware of is a query. There are many useful pre-programmed queries (or reports) available to assist you with things like Section Tallies (how many students are enrolled in all of your department's classes in a given quarter); Major and Minor lists, including e-mail lists; Advisor lists; etc. If you need information not available on one of the canned reports, you can request an ad hoc report to pull the data you need. The form is found on the Registrar's Resources page (http://www.scu.edu/studentrecords/Resources/Resources.cfm#query). You can also sign up for a query training class if you'd like to learn how to write your own queries. Sandy Boyer in the Dean's Office is also an excellent resource for query questions.

1.3.4. Groupwise (soon to be Google): On December 14, 2012, Santa Clara University will be moving all students, faculty and staff from the current GroupWise email and calendaring system to Google Apps for Education. Google Apps for Education (GAE) include email; calendar; contact lists; Google Docs for collaborative creation and editing of documents, spreadsheets, drawings and presentations; Google Drive with up to 5GB of space providing secure online storage and sharing of a wide variety of file types; Google Groups for *ad hoc* communication and sharing with colleagues at Santa Clara and outside the university community; and Google Sites for easy creation of web pages.

For more information contact Information Technology at (408) 554-5700 or ITSC@scu.edu

1.3.5. CAMINO: CAMINO (formerly known as ANGEL) is a web-based course management and collaboration portal that helps educators manage course material and communicate quickly, easily, and effectively. CAMINO is designed to be used as a complement to traditional courses and for distance learning.

CAMINO allows you to take surveys, quizzes and tests, send and receive course mail, post to threaded discussions and chat rooms, upload assignments using drop-boxes, and more. Students can check their progress and grades at any time during the course and can create groups and teams for project or committee work.

1.3.6. Users will need to create an Camino account. For more information regarding Camino contact Media Services, (408) 554-4520 or see the Camino website at https://angel.scu.edu/default.asp

1.3.7. ERES: Eres is a resource for students and faculty that allows students to access course materials through the internet. It also provides a way for faculty to communicate with students outside of class. Faculty and students can post documents and discussions to the Eres website. Eres can be found at: http://eres.scu.edu/eres/default.aspx

For more information regarding Eres contact the Orradre Library, (408) 554-4415.

1.3.8. Commonspot: Commonspot is the application SCU uses to administer our websites You can get Commonspot training through Technology Training. Russ Morris in the Office of Marketing and Communication is also a good contact person for any Commonspot questions.

1.3.9. Rayzor's Edge: Rayzor's Edge is the database system used at SCU to track alumni contact information and donation activity. You can take Rayzor's Edge training through Technology Training, or simply request the data you need from the Alumni Relations office.

1.3.10. Astra Calendar: Astra is the calendaring system used for classes and events on campus. Mary Camarena-Hittle in the Registrar's office, mcamarenahittle@scu.edu, will provide you with a username, password, and basic training. Note that there are several meeting spaces on campus not controlled by Astra. There is no collected list of these spaces, but you can contact your fellow administrators if you are unable to find a space that fits your needs.

2. Academic Affairs

2.1. Faculty Affairs: Faculty affairs are, by and large, handled in either the Dean's Office or the Provost's. We encourage you to review the Faculty Handbook and the College Protocols and Procedures manuals: http://www.scu.edu/cas/facultyandstaff/protocols.cfm

2.1.1. Search & Hire Process: Details can be found in the College Protocols and Procedures manual for specific details related to each kind of search. We are often asked to assist the Chair and Hiring Committee in putting together files, creating and maintaining a spreadsheet of candidates, assisting with hotel and/or dining reservations, responding to candidates regarding status, assisting candidates with directions, reimbursements, and affirmative action information.

2.1.1.1. Tenure-Line: (Tenure=TE, Tenure-Track=TT) This is the most complicated type of faculty search. We strongly encourage you to review the College Protocols and Procedures manual and the Faculty Handbook before you undertake the process. Mistakes can be costly and may have long-term repercussions; you should consult with the Dean's Office, HR, and even other departments who have recently conducted faculty searches as you progress. The College Protocols and Procedures manual spells out detailed steps for this process; we're only going to provide some tips herein. Departments may submit proposals for new tenure-line searches to the Dean's Office, traditionally in February. The Dean's Office will make recommendations to the Provost, who will grant approval for tenure-line searches in the spring. Departments granted permission to conduct a tenure-line search will be provided with a search budget from the Dean's Office. Following the guidelines set forth in your proposal, you will need to advertise the opening (usually over the summer months). As applications come in, you will need to track specific data on the Affirmative Action spreadsheet. The timeframe for reviewing applications, inviting candidates to campus to interview, and making your final recommendation is often very short. It's a good idea to discuss with your chair which classes your candidates will be guest teaching in very early in the quarter, so that the regular instructor(s) can plan around visits, and to schedule meetings for the search committee and the larger tenure-line faculty well in advance. Most tenure-line searches are completed in fall quarter, and usually before Thanksgiving. Many departments try to coordinate their interviews with annual meetings of their professional societies, to reduce expenses. The candidates are invited to give a guest lecture in either an actual or a mock-up class; to give a research presentation; and to meet with members of the faculty. A department meeting is held after all candidates have interviewed, to rank candidates and send preferences to the Dean's Office. Negotiations on salary, moving expenses, etc. are handled by the Dean and Provost.

2.1.1.2. Senior Lecturer (SRL)
http://www.scu.edu/provost/policy/handbook/upload/Chapter-3-Feb-2012-rev.pdf
A Senior Lecturer holds a full-time continuing appointment primarily for teaching in an area of persistent programmatic need. In addition to meeting the qualifications for appointment as a Lecturer, a Senior Lecturer shall at a minimum have nine years of fulltime service as a Lecturer at the University, or equivalent academic experience. Effective September 1, 2013, the completion of at least one 3-year review cycle as a Lecturer is required. Standards for promotion to Senior Lecturer appear in 3.4A.2.1.

2.1.1.3. Lecturers (formerly: Renewable Term Lecturers, RTL)
http://www.scu.edu/provost/policy/handbook/upload/Chapter-3-Feb-2012-rev.pdf
A Lecturer holds a renewable-term position primarily for teaching in an area of persistent programmatic need. Teaching may include classroom instruction, curriculum development, and advising. Lecturers are also expected to engage in service at the departmental level or higher and in professional activity that is appropriate to the discipline and that contributes to their primary responsibility for teaching.

Lecturers shall possess superior abilities as teachers. The ordinary educational requirement is the doctorate or other appropriate terminal degree. In certain disciplines, especially in the arts and some professional fields, practical experience and credentials other than academic degrees may be taken as equivalent preparation.

Appointment is made for an initial term of three years, a second term of three years, and subsequent terms of six years. With approval of the Provost, a College or School may adopt a policy that establishes different terms of appointment. Reappointment is contingent on superior performance, persistent programmatic need, and availability of funds. Administrative Assistants will often be involved in the hiring process by assisting the Chair and/or Hiring Committee with appropriate advertising, interviews, etc.

2.1.1.4. Academic Year Adjunct Lecturer (AYAL): appointed for one academic year, effective start date is September 1. They are contracted for seven courses. Hiring for these positions takes place in usually begins in February-March. Pending approval of your next year's Academic Year Plan (aka: November Plan), the Dean's Office will grant permission for you to conduct searches for any AYALs that your unit may be hiring. You are also usually granted funds from the Dean's Office to conduct these searches. AYAL searches are much less complicated than Tenure-Line searches. You do not have to advertise nationally; posting the open position(s) on the SCU Human Resources job board is usually sufficient. You will need to keep affirmative action information on each of the applicants, and your chair (or search committee) will need to enumerate the qualifications of each to the Dean's Office, and request permission to interview one or more candidate. Candidates may be invited to give a guest lecture, and to interview with the chair and/or search committee members. The committee must submit their recommendations to the Dean's Office, who will send out offer letters and handle the hiring process. Many departments have AYALs who have worked with them for years, and a teaching demonstration is not necessary (you can simply use SCU course evals). You do still need to go through the process of advertising, evaluating applications, and interviewing, though.

2.1.1.5. Quarterly Adjunct Lecturer (QAL):
Of the types of faculty we hire, these are far and away the easiest. QAL hiring occurs on a quarterly basis. QALs may not teach full-time for the University (i.e. no more than four classes/year or two courses/quarter), or they have to be approved as AYALs. You must advertise for QAL positions (ad posted for five days on HR website), but if you have hired a candidate in Fall quarter, you may hire them in subsequent quarters without a need to advertise or conduct interviews (assuming they do not go over the maximum number of courses). Sue Khalipa in the Dean's office solicits your QAL hires each quarter; you simply need to fill out the form she sends you with the hire's name, address, and some other basic information. Again, the Dean's office handles all the hiring details. If a course is canceled that a QAL has been hired to teach, please update the QAL spreadsheet and send it to the Dean's Office so that they can rescind the offer letter. |

2.1.1.6. Visiting Scholars from outside of the U.S. not receiving monetary compensation from SCU

1. Department makes an offer to a non-US visiting scholar to assist in research activities which scholar accepts followed by hard copy offer letter to scholar outlining the dates they will be at SCU. Admin should inquire if any SCU housing may be available for scholar.
2. Scholar signs, dates and returns letter to department admin.
3. Department admin sends a copy of the signed letter to the Dean's office so we can begin VISA process
4. Dean's Office forwards signed offer letter to Jonna Delgado in HR.
5. HR prepares VISA paperwork, DS2019, and emails to Dean's office.

6. Dean's office emails DS2019 forms to visiting scholar for them to complete and return to Dean's office. Proof of medical insurance is necessary.
7. Upon return, Dean's office sends the completed docs to HR
8. HR prepares welcome letter and DS 2019. Dean's office sends documents to scholar by Federal Express.
9. Scholar will bring DS2019 to the US Embassy or Consulate closest to their place of residence to apply for the J-1 visa with a valid passport.
10. Scholar arrives at SCU. Admin has them complete HR Biographical Form and submits to HR to get an SCU ID number.
11. Once ID number is set up, scholar can go to Access Office to get an affiliate access card.
12. Email set up form is available at **www.it.scu.edu** Help Novell set up Print both pages and visiting scholar needs to hand deliver to IT.

2.1.2. Faculty Activity Reports (FARs): Your tenure-line faculty, Senior Lecturers, and Renewable Term Lecturers must undergo regular review by the Dean's Office, and further information is available on the College's Policies and Protocols page. Assistant Professors submit FARs annually, while Associate and Full Professors may be reviewed every three, five, or seven years. The Dean's Office will send you reminders over the course of the summer. FARs are due early in the fall quarter (usually around October 1), so it behooves your faculty to get them started over the summer. The faculty need to submit evidence of their teaching, research and scholarship, but you will probably need to gather copies of their teaching evaluations, syllabi, grade distributions, and if your unit solicits them, copies of the relevant exit survey information. Your unit may appoint a committee of faculty to review a given year's FARs, or they may be reviewed by all faculty in the unit. The committee will review the material submitted by the faculty member in question, and will write an evaluation that is submitted to the Dean's Office. This evaluation will play a large role in tenure discussions and in determining the faculty member's salary for the upcoming period (whether it's one year, three, five, or seven), so faculty place great weight on their FARs.

The latest FAR document from the College of Arts & Sciences are at http://www.scu.edu/cas/facultyandstaff/protocols.cfm

Mid-Probationary Reviews (MPRs): MPRs are not dissimilar to FARs. They are conducted sometime between the spring of the third year and the fall of the fourth year for tenure-line faculty who have not yet been granted tenure. It is meant to be a thorough evaluation of the faculty member's progress in research/scholarship, teaching, and service. The faculty member provides all examples of the three areas to the faculty in her/his department, who write an evaluative, developmental letter to the candidate. The final draft of the letter is agreed upon by the Chair and Dean before it is shared with the candidate. Most faculty will take a quarter of sabbatical following their MPR. New guidelines for Mid-Probationary Review are pending. If you have questions, please contact Amy Shachter, Associate Provost for Research and Faculty Affairs, (408) 551-7041.

2.1.3. Rank and Tenure promotion prep: Your responsibilities for faculty rank and tenure promotion preparation are very similar to those for faculty assessment reports; the only difference is scale. Most tenure-line faculty are hired as Assistant Professors, and assuming all goes well, are promoted to Associate Professor within seven years, and to Professor at some indeterminate point after that. When tenure-line faculty are filing for a promotion, material must be gathered dating

back to their last promotion. It is not unusual for people applying to full Professor status to present data from ten or more years. Administrators in some units may be responsible for gathering syllabi, course evaluations, exit survey comments, grade distribution reports, and various other departmental data for the promotion period. Data on rank and tenure can be found at the College's protocols and procedures site, http://www.scu.edu/cas/facultyandstaff/protocols.cfm.

2.1.4. Chair Appointment: Department chairs are appointed by the President for a specified term, with the advice of faculty, staff, the Dean, and the Provost. Each department has a procedure, which has been submitted to and approved by the Dean's office, for appointing a new chair. This procedure must include the opportunity for all continuing members of a department, including staff, to communicate directly with the Dean if they so desire. Please note that departments do not elect their own chair; rather, they advise the Dean and President about their preferences. See the College Protocol guide for more information. The CAS Chair's Calendar is available on the CAS website under the Chair Resources along with other helpful documents.
http://scu.edu/cas/facultyandstaff/Council-of-Chairs.cfm

2.1.5. Summer Chair: In the College of Arts & Sciences, the administrative position of Department Chair is for the 10-month academic year. An individual (usually the regular chair) is appointed as summer chair to deal with any issues that may arise during the summer months. The Dean's Office will request the name of the summer chair sometime in the spring quarter. This individual will be your direct supervisor for the two-month summer period.

2.1.6. Course Evaluations: Course evaluations are done during the last few weeks of each quarter. The results are not shared with faculty until after final grades are submitted. You may need to tabulate course evaluation data for Faculty Activity Reports and Rank & Tenure applications, if this is something done by the Admin in your unit.

2.1.6.1. Numerical: numerical evaluations are completed online by students. All students enrolled in a given class will receive an email with instructions on how to complete the online evaluations. Compliance is optional. The results are tabulated by IT, and are emailed to the faculty shortly after final grades are submitted. Historic course evaluations (numerical only) can be found online at http://evaluations.scu.edu/ Questions regarding numerical course evaluations should be directed to: Leo Terrazas, ext. 4830, lterrazas@scu.edu

2.1.6.2. Narrative: some departments (or individual faculty) use an additional narrative evaluation. Some use online survey tools, while others ask students to complete paper copies in class. These can then be copied or scanned and given to the professor after final grades are due.

2.1.7. Grade Distribution: This is a report provided by the Office of the Registrar each quarter that breaks down how many of each letter grade was given by each faculty member. It contains all courses being taught in the quarter and is broken down by faculty, but usually contains a departmental and college level distributions as well. Some departments include this data with Faculty Activity Reports and Rank & Tenure applications.

2.1.8. Book Orders:
Faculty may submit their book orders is several ways: How to Submit Textbook Requests

Clint Stroud in the bookstore will send out book order deadlines, as well as hard copies, if requested. The hard copy order forms are pre-filled out with the books ordered last year in the specific quarter. Often, the courses or instructors have changed. The bookstore usually sends at least one blank textbook order form; you may need to make additional copies if you opt to submit your book orders on the forms rather than online. If your faculty submit their own book order forms, it's a good idea to check with Clint (x4490) near the deadline. Many faculty need to be reminded to submit their orders. It is imperative that faculty meet the order deadlines so the University complies with the federal Higher Education Opportunity Act mandate which requires institutions of higher education to display textbook information at the time of, or prior to, enrollment opening.

2.2. Course scheduling: Course scheduling is done up to a year in advance. Most units plan their courses for the full academic year in the winter of the preceding year. The first building block in this process is your budget: you will need to wait to hear from the Dean's Office about your course 'target', and how much money is allocated for Annual and Quarterly Lecturers. This is done via the Academic Year Plan.

2.2.1. Academic Year Plan: (aka November Plan) is an Excel spreadsheet that contains the full year course plan for the department, and is maintained jointly by the Dean's office and Department (Chair and/or Admin). These full year plans must include teaching days and times (even if they are tentative). Questions about this document may be directed to your Associate Dean or Kathleen Schneider in the Arts & Sciences Dean's Office. The AYP (November Plan) consists of five worksheets:

1) FACRESOURCES—updated only by the Dean's office, contains section targets, teaching loads of Tenure (TE), Tenure-track (TT), Senior Lecturer (SRL), Renewable Term Lecturer (RTL), and Academic-Year Lecturers (AYAL). Dean's office updates leave approvals, sabbaticals, course releases, and appointment periods.
2) FACLOAD—Pivot table, pulls information from FULLYEAR page, you may manually refresh data using the pivot table tool in shape of red exclamation mark (!).
3) CORE—Cross reference for a list of courses in your unit that satisfy core requirements.
4) CRSLOAD—Pivot table, pulls information from FULLYEAR page, lists all courses being offered by the department.
5) FULLYEAR—This section is updated by the department. Changes in teaching schedules should be made as they happen to ensure the most up to date information. Also includes a column for entering enrollment data, this can serve as a helpful tool when in need of historical data.

2.2.2. Catalog Masters: http://www.scu.edu/studentrecords/Resources/upload/Course-Catalog-New-Form.pdf. This form is used when new courses in your unit are created. Send completed form to Adora Hoose in the Office of the Registrar (AHoose@scu.edu). Send a CC to Lisa Jocewicz (LJocewicz@scu.edu) or Laura Moreno (LMoreno@scu.edu) if course should be included for Major and/or Minor requirement checklist or if it satisfies a CORE requirement.

2.2.3. Quarterly course schedules: Fall – Winter – Spring
2012-2013 Production schedule:
http://www.scu.edu/studentrecords/Resources/upload/2012-2013-Production-Timeline-2.pdf
These templates are sent out by the Office of the Registrar on the schedule listed at the link above**.** *Be sure to use their updated templates!* The initial schedule submission should include

day/time/faculty name (if possible) Also, include any specific room needs or requests.

Per the production schedule, you will enter footnotes online (Footnote guide: http://www.scu.edu/studentrecords/Resources/upload/Footnote_guide_Winter_2007.pdf)

A query is available in PeopleSoft (student administration) for course descriptions. Prior to the posted deadline, you will run the query and send changes to Betsy Fiel (efiel@scu.edu)

If your faculty members have Audio/Visual needs have them contact Media Services, x4520.

2.2.4. Summer session schedules: Summer session is handled a bit differently. The CAS Dean's Office manages SCU's summer sessions. They will request your courses in late winter/early spring, and you'll submit all material to them. Your initial schedule submission should include day/time/faculty name (if possible) Also, include any specific room needs or request. There are multiple summer sessions: Session I from mid-June to end of July; Session II from end of July through August; several 3-week Session III's; and session IV which runs all summer. Questions regarding Summer schedule should be directed to Rafael Ulate (RUlate@scu.edu) or Sandy Boyer (Sboyer@scu.edu)

2.2.5. Capping Courses

- **Final Cap** is the number of students who can be enrolled, regardless of approvals, reservations, consent, etc. In other words, on the first day of class, how many students could be officially enrolled for the class?
- **Reserve for department** is the number you want to hold back from the general student population. For example, some departments like to have a couple of seats in case their majors can't get the class.
- **Reserve for transfers** is the number you want to reserve specifically for transfer students, as opposed to new freshmen.
- **Reserve for freshmen** is how many are being reserved for new freshmen. Do not include RLC seats.

When filling out the schedule of classes spreadsheet, indicate the number of seats available for each class in the " **Final cap** (final capacity after all registration)" column. The number may vary from department to department depending on the caps set by the Dean's office in conjunction with the individual department, and, in classes with specific tech/equipment needs, the space and resources available.

If a professor would like to have his/her class closed before the end of registration (thus limiting future enrollment to anyone who has been given a permission number), contact Adora Hoose ahoose@scu.edu, the Senior Data Analyst-Data Processing, Registration/Grading contact in the Registrar's office.

There are two other factors that may affect the class cap: RLC reservations and fall quarter freshmen/transfer reserves. You may be contacted by a Residential Learning Commons (RLC) representative, requesting seats in specific classes. The RLCs poll their residents for classes of interest, and try to reserve blocks of seats in these courses. Check with your chair and the instructor

in question before reserving a block of seats for the RLCs; some faculty enjoy teaching RLC blocks, while others prefer not to do so.

For fall quarter classes, the schedule of classes spreadsheet will include additional columns for freshmen and transfer reserves. The majority of Freshmen and Transfer studentswill register for classes during their orientation sessions over the summer. Additional students (those who could not make summer orientation sessions) will register for classes immediately before the fall quarter registration re-opens the weekend before classes start. Because transfer students are the last to register, they often find that there are few necessary classes available to them. Some departments will reserve seats for their transfer majors, which helps alleviate the shortfall of necessary available courses.

2.2.6. Residential Learning Communities (RLCs): http://www.scu.edu/rlc/ Most students are placed into an RLC when they matriculate at Santa Clara University. The learning communities have themes like Faith & Justice (Loyola), Art & Engineering (da Vinci), Environment (Cyphi), etc. These student groups live in the same dorm, take some of the same classes, and are encouraged to participate in activities based on their particular RLC. You may be asked to reserve part or all of a particular section being offered as CORE to accommodate the needs of an RLC.

Often there is a typical section/time/professor that has been used for this purpose in the past, so work with faculty and/or Chair on which section of the requested course would work best for the purposes of an RLC.

2.3.Bulletin Updates: The University Bulletin is updated annually, or occasionally semi-annually. You will work primarily with your chair, but also as needed with the provost's office, Dean's office and bulletin committee. The Dean's office will send your previous year's bulletin entry to you, as well as a timeline for completion of any updates. In most departments, existing course descriptions won't change on a year-to-year basis. You'll probably spend more effort adding new classes, deleting classes that are no longer offered, and updating your degree requirements. If you're adding new classes, make sure that you have submitted a corresponding Course Catalog Master to the registrar's office (see 2.2.2 Catalog Masters). Note that several departments are responsible for sections of the bulletin other than the department entry (usually in "Interdisciplinary Minors and Other Programs of Study"). The Provost's office or other entity should contact you about making updates to them as needed.

2.4.Core: The Academic Core refers to learning goals that have to be satisfied by all undergraduate students at the University. This may be accomplished by taking courses in a variety of subjects. This impacts you primarily if you are involved in student advising (see below). Information about the core may be found at: http://www.scu.edu/core/

2.5. Student Affairs/Advising: Advising is handled very differently in the college's units. In some, the administrators are responsible for the majority of advising, while in other units, administrators are not involved at all.

2.5.1. FERPA: "The Family Educational Rights and Privacy Act of 1974 protects the confidentiality of students records. FERPA governs (1) the release of educational records maintained by the university and (2) access to these records." You can get FERPA basics at:

http://www.scu.edu/students/ferpa/basics.cfm. Two important things to remember: 1) Any communication with students needs to be sent to their SCU email address, and 2) any communication with parents that involve protected information, including instances in which the student and their parent come to your office, needs to be sent through Drahmann.

2.5.2. Majors & Minors: Files should be maintained in the office for all current majors and minors. PeopleSoft queries can be helpful, but not foolproof, in giving you a complete list of students in your department. You may want to include things in the student files like: Transfer credit assessment reports, advising meeting notes, a picture, program petition forms, etc.

2.5.3. Declaration Process: When declaring or dropping a major, minor, or emphasis, students complete a *Program Petition Form* which must be signed by the chair or acceptable proxy. When students arrive to get the signature, ensure that they complete other pertinent departmental documents (contact sheet, photo for the major bulletin board, etc.).

Some departments require new majors to meet with the department chair or their advisor before signing the form; in others, students meet with the administrator or a peer advisor, or aren't required to meet with anyone.

The *Program Petition Form* is then delivered to Drahmann (the student can do so by hand or you may mail it interdepartmentally). Once Drahmann processes the declaration, you will receive an email confirmation. Drahmann then forwards the petition to the registrar's office, where it is entered into PeopleSoft. You may receive a copy of the completed form; if so, include it in the student's folder. (Don't panic if you don't receive a copy; depending on the action, it may be routed to the primary major, secondary major, or new minor department. As long as the student's Plan in PeopleSoft is accurate, there's no problem.)

Note: if a student drops your major and declares a new one, please forward their folder to the newly declared major.

2.5.4. Transfer Students: Transfer students are generally only accepted during the fall and winter quarters. Some arrive with a declared major, while others are undeclared.

Once transfer students have been accepted to the school, their transcripts are sent to the Drahmann Advising center for review of credit. Once evaluated, you will receive a copy of the *Tentative Evaluation Form*, which lists the SCU credit for their external classes. Sheli Whiting, Office of the Registrar, is the key contact for the evaluations. Sheli can only grant credit for lower division and core courses; all other credit will appear as "Elective" units. If a transfer student wishes to get credit for a specific upper-division SCU class, they must speak with that department directly. If the transfer course is acceptable, the department chair must email the Office of the Registrar with his/her approval.

Many arriving freshmen are given credit for college-level coursework done before their matriculation; you will also receive a copy of their *Tentative Evaluation Form*.

2.5.5. Assigning Advisors: Each student who declares the major must be assigned a faculty advisor. There are times when massive assignation occurs, e.g., during the summer when preparations are

made for the incoming students. (Sometimes Drahmann may assign Undeclared students to advisors without conferring with us. The equitability of advisees determines where they will assign a student. By examining the advisee numbers across the department, Drahmann will assign a student to a professor with what appears to be the lowest number of students.)You may also assign advisors on an individual basis, when students declare the major over the course of the school year. Note the following when determining faculty assignments:

- Ensure equity amongst advisor assignments. You may need to run an advisors report query in PeopleSoft HEPRD, noting how many advisees are currently assigned to each faculty advisor, deleting those students from the listing who are graduating seniors. If you have trouble running this query, contact Monica Augustin, University Registrar.
- Check with the chair to see who is available to advise (some may be on sabbatical or be unavailable for another reason). Find out whether your chair or individual faculty have preferences about the type of students they advise, and within reason, match student interests with faculty in those fields.

You may have incoming undeclared freshman and/or transfer students assigned to faculty in your department. You will receive files for these students as well.

2.5.6 Mandatory Spring Advising: Each spring quarter, all current students who will be taking classes on campus in the fall quarter are required to meet with an academic advisor (either a faculty advisor, Drahmann, or other designated advisor) to discuss their academic progress. Students who are graduating in the spring or summer, or are going abroad in the fall quarter, do not need to participate in mandatory advising. This, and any procedural changes in mandatory advising, is discussed at the spring quarter Registrar's Office meeting.

Advising holds ("service indicators" in PeopleSoft) are placed on every student's record in the spring quarter. Department admins must remove the hold from a student's account before the student can register. Either you will meet directly with a student, after which you can remove the advising hold, or the student will meet with a faculty advisor, and the faculty will let you know that you may remove the hold.

> Note: There are several types of service indicators in PeopleSoft. Many will not affect the student's ability to register (e.g. FERPA data ("Information Release" service indicators). If the advising hold has been removed but other holds are listed that will bar a student from registering (e.g. outstanding tuition, lack of health insurance paperwork), the student must go to the appropriate department to have the hold removed before (s)he can register for classes.

Prior to the advising period, the Registrar's office will send out lists of faculty advisors and the students under their umbrella. You will need to ensure that all your majors are accounted for; depending on how your department handles mandatory advising, you may want to distribute the list to your faculty, and keep a master for yourself. This will allow you to check names off the list as faculty report back to you about completed advising.

Students must meet with an advisor in each of their majors (undeclared students may meet with Drahmann). Students who double or triple majors will have two or three advising holds on their account. Only lift the holds when they complete advising for your department's major. Be clear if a student is a primary or secondary major in your department, that is the only hold you should remove.

It is up to the student to follow through and schedule a day and time to meet with his/her advisor. You may send out ample reminders, but do not lift a student's hold if they do not uphold their end of the bargain. There is often a flurry of activity over the summer and into the first week of fall quarter, as some students realize they can't register for classes until they get their holds removed.

Make sure you know what arrangements have been made for the advisees of a faculty member on leave in spring quarter. Usually, their advisees are seen by one or more other member of the unit's faculty. Do not officially switch students from one advisor to another during the sabbatical period as this causes confusion in Drahmann. Just inform the student whose faculty is on sabbatical that they will have a temporary advisor for that period of time. Often students visit with the Chair of the department when their faculty are unavailable for whatever reason for advising. If the Chair is unable to meet with a student or students, arrange to have those advisees seen by other faculty members in the department.

No advising hold is placed on your minors' accounts; students only need to see an advisor for each of their majors.

2.5.6.1 ACADEMIC PROBATION ADVISING

A recent change was made in practice within the Drahmann Center. The Drahmann Center monitors students' academic progress and places students who fall below a cumulative GPA of 2.0 on academic probation. In the past, these students have been encouraged to meet with a University Advisor to discuss their situation and identify strategies to improve their performance. Moving forward, we are mandating that these students meet with a University Advisor by placing a dean's hold on their registration for the following term.

Should any students approach your office or have a question about the dean's hold on their registration, please feel free to direct them to the Drahmann Center, Kenna Hall 101, 408-554-4318.

2.5.7. GPAs: A student's grade point average is determined by multiplying each grade point value by the number of quarter units assigned to the course, adding these grade point units from all courses taken, and dividing this sum by the total number of quarter units for which letter grades were reported. Grade reports are posted at the end of each quarter and indicate both the grade point average earned by the student during the quarter and the cumulative grade point average earned by the student for all courses completed to that point.

Grades earned in courses in SCU-operated or -affiliated study abroad or domestic study programs are included in the calculation of a student's grade point average. Grades earned in courses at other institutions accepted for transfer credit are not included in the calculation of a student's grade point average, but will be considered when determining honors at graduation. For questions about academic probation, please see previous section.

Additional info on grading policies may be found here:
http://www.scu.edu/academics/bulletins/undergraduate/Grading-Policies-and-Regulations.cfm

2.5.8. Registration: Registration appointments are assigned to the students by the Office of the Registrar (assignments made first by special groups [i.e. athletes, honors, disabled], then by number of units). If students feel they have been given the wrong appointment time, refer them to the Registrar. Students view their appointments through their e-campus accounts. Registration is done via e-campus with the exception of incoming freshman and transfers, who register at orientation sessions scheduled in the summer.

Some departments allow their majors (and sometimes minors) to pre-register for classes in the subject area. Pre-registration usually occurs two weeks before regular registration begins (just make sure that the Schedule of Classes is available beforehand, or your students won't know what potential conflicts exist). Students may sign up for specific classes – depending on the major, it may be all of your offerings for a quarter, or only a small selection (e.g. senior level courses or capstones). They need to provide their name, ID #, and a signature. You, in turn, send the list of students who wish to pre-register to Adora Hoose in the registrar's office. Adora usually needs this list one week before regular registration begins.

Note that students may not overload (sign up for more than 19 units total) during pre-registration, nor will the registrar's office be able to pre-register them for any courses if they have a hold on their account that blocks registration.

2.5.9 Permission Numbers: There may be times when students will be allowed into a class even after the cap has been met, or the class is closed for some other reason. Each class is assigned permission numbers for this purpose. Faculty can access their permission numbers via their roster on E-campus. You can access them in PeopleSoft HEPRD (under Records and Enrollment ->Term Processing). Each permission number is unique; if two students are given the same permission number, it will only work for the first student to use it. When a student tries to add the class in question on E-campus, they'll be able to type in the permission number.

2.5.10 New Student Orientation: Orientations are held in the summer for incoming fall quarter freshmen and transfer students. The Drahmann center presides over orientation, working closely with undergraduate admissions to track information on the incoming students. As explained in 2.5.5. Assigning Advisors, the incoming students are entered into the orientation database and assigned advisors. Early in the fall quarter, Drahmann will send you files for all of your freshman and transfer majors.

During the student orientation event, each of the colleges provides an overview of their programs. Drahmann will ask you for any checklists and major requirement handouts late in the spring quarter. They will provide copies of the bulletin and core requirement book to each new student.

Transfer students are presented with their updated transfer credit report (you'll also receive a copy). Sheli Whiting, from the Office of the Registrar, evaluates all transfer credit. Note that Sheli can evaluate lower division credit, or some frequently transferred core requirements, but it's still important for you to look over the transfer credit report: if a student wants to transfer upper-division credit in your or another major, they'll have to get the approval from the chair of the appropriate department. Drahmann will only grant "Elective" credit for these courses.

2.5.11 Preview Weekend: This event occurs every April, usually on a mid-month weekend (Saturday and Sunday). It is sponsored by Undergraduate Admissions and is held for students who have been admitted to SCU. Its purpose is to show the students what SCU is all about, and to convince them they belong here. They will have a chance to specify what they want to see when they visit, including tours of residence halls, Mission, library, and any campus departments and buildings. This personalized schedule allows them a chance to discover SCU. It usually goes from 7:45 am to 2:00 pm, followed by the unstructured free time for campus exploration.

Departments prepare beforehand by recruiting faculty and students to participate on the two days of the weekend. They'd bring information (brochures/handouts) to the assigned classroom where they make a presentation about their department (usually mid-morning and early afternoon). A tip sheet is prepared beforehand to guide them with their half hour presentations. Be sure to watch for email announcements as schedules and itineraries have changed from year to year.

2.5.12. Open House: This event occurs every October, usually mid-month on a Saturday. Undergraduate Admissions sponsors this day, where all SCU undergraduate departments participate with a few faculty and student representatives who are on hand to provide information relating to their areas and programs. It usually goes from 9 am to 3 pm. Be sure to watch for email announcements as schedules and itineraries have changed from year to year.

2.5.13. Major & Minor Fair: This event occurs every February, usually mid-day on a weekday in mid-month. It is an opportunity for students, particularly first year, undeclared, and new transfers to talk to faculty and fellow students from the various undergraduate majors and minors that are offered at SCU.

All major and minor programs should be represented at this fair. The departments need to be sure to select a few faculty and current majors/minors to go to this event. Since it is two hours in length, it's best to split the time into two shifts, and have reps for an hour each at 11:30 and 12:30. They need to bring brochures, handouts, and any other visual aids on their programs.

2.5.14. Petition Forms

2.5.14.1. Add/Drop: Although all students are required to add and drop classes online through E-Campus, on rare occasions students may be asked to use this paper form to add or drop a class for special circumstances. Forms are available in the Office of the Registrar.

2.5.14.2. Independent Study: Students may pursue independent study through directed reading, directed research, internships, practica, or cooperative education. To qualify, a student must have demonstrated a sufficient knowledge of the academic discipline involved to make independent study both possible and beneficial. No more than 20 units of independent study may be used to satisfy graduation requirements, and no more than 5 units of independent study may be taken per term. Students must enroll for the term in which the independent study occurs.

Directed reading and directed research are limited to upper-division students who undertake a research project or other well-defined study beyond the scope of a regular course under the

supervision of a faculty member. Such work should be comparable to that required for courses of equivalent unit value.

Students can obtain practical learning experience through internships, cooperative education, and practica. Internships and cooperative education are approved work experiences in a non-classroom environment in industry, government, or other setting, generally available only to upper-division students. Students who enroll in an internship or cooperative education experience for academic credit must fulfill specified academic requirements in addition to the responsibilities expected by the organization hosting the internship or cooperative education experience. Practica provide practical experience in a discipline-specific field experience or an approved University program activity, such as participation on the school newspaper. Practica are generally available only to upper-division students, but some practicum experiences are available to lower-division students who meet specified eligibility criteria.

Students wishing to enroll in an independent study course must initiate the request for independent study with the appropriate faculty member and with the Career Center for cooperative education experiences. The appropriate form, with the required materials and other approvals, must be submitted to the Drahmann Center for final approval prior to registering for the course.

2.5.14.3. Program Declaration: Forms are available in Office of the Registrar or the Drahmann Center. Most departments will keep a supply on hand for students who come in wishing to declare or drop a Major, Second Major, Minor, Emphasis/Concentration, etc. See 2.5.3. Declaration Process, above.

2.5.14.4. Change of Advisor: Students who wish to change their advisor must submit a Change of Advisor Form to the Drahmann Center. Forms are available in Drahmann Center and the Office of the Registrar. Departments may want to keep these forms on hand.

2.5.14.5. Change of Grade: Only the faculty member responsible for a course may assign grades. All grades become final when they have been assigned and reported to the Office of the Registrar. A faculty member may report a correction of a final grade to the Office of the Registrar only if a clerical or procedural error was made in assigning, transmitting, or recording the original grade. A grade may not be changed as a result of re-evaluation, re-examination, or the submission of additional work after the term ends (except in the case of an Incomplete). If a grade is being changed from an (I)ncomplete to a letter grade, the form only requires the faculty member's signature. Grade changes for any other reason must have the approval of the department chair and the associate dean of the student's school or college. No grade may be changed after one year.

These forms are to be used by Faculty only, students should not be asked to take their own Change of Grade forms to the Office of the Registrar.

Change of Grade forms are available to Faculty in the grading section of the Faculty Center. In addition, departments may want to keep some on hand for faculty use.

2.5.15. Study Abroad: www.scu.edu/studyabroad
Many students take the opportunity to Study Abroad. The majority do so in the fall quarter of their junior year. Programs are offered through the International Studies Office, 554-6940. Students may

get approval to fulfill CORE level requirements with classes taken abroad by seeking the appropriate approval. The majority of SCU students study abroad during the fall quarter of their junior year.

2.5.16. Shadow Systems: In order to have a clearer picture of finances and students, some departments have opted to use shadow systems. Examples of programs used: Quicken in order keep accurate tabs on all expenses from the department; Access or Excel in order to keep a record of faculty and or students. These shadow systems provide a corroboration of what you may see in the PeopleSoft reports.

2.5.17. Graduation and Commencement: A student graduates when (s)he has completed degree and program requirements in their entirety. Students may have their degrees conferred at any of four points throughout the year—March (Winter), June (Spring), September (Summer), December (Fall). This should not be confused with Commencement, which is the graduation celebration following the Spring quarter. Students who graduate in the preceding Summer, Fall, Winter, or Spring may participate in the Commencement ceremony at the end of Spring quarter of their graduation year. Students graduating in Summer may petition to participate in the Spring Commencement ceremony prior to their graduation (see below).

2.5.17.1. Senior Exit Questionnaire: Every year, the president and provost ask the University's graduating seniors to complete a survey designed to help the administration improve the quality of the undergraduate educational experience.

Some departments have a senior survey they also give to graduating students to complete. These can be hard copies or emails, but more and more they are administered electronically through the use of online CommonSpot surveys.

2.5.17.2. Petition to Graduate and Pre-Graduation Evaluation: The *Petition to Graduate* is the official notification to the University that a student intends to complete their academic degree on a specific date. The form is available at the Office of the Registrar, but departments may want to keep some on hand. It is the responsibility of the student to complete the *Petition to Graduate*, obtain the appropriate signatures from the primary major department, and submit it to the Registrar's office on time (see checklist for dates). Late fees may be assessed for late forms.

Pre-Graduation Evaluation forms must be submitted to both primary and secondary major departments. This form is used to ensure the student, department, and the Registrar's office knows what the student has outstanding. Procedures vary by department on how these forms are completed, be sure to ask what procedure has been followed in the past.

These forms are typically due in early Winter quarter for degrees conferred in March and June. Be sure to check for the posted deadlines.

When students petition to graduate, the Chair's signature is required on the completed form, which is then sent to the Office of the Registrar; they will return a copy of the petitioned form stamped with the registrar's signature.

Note that not all students graduate as planned, usually because they have not fulfilled a graduation requirement: i.e., failure to complete the required amount of units, failure to pass a required course, falling below required GPA or some other infraction. The Pre-Graduation Evaluation forms are held until such time as the student's degree is posted. (It serves as backup).

2.5.17.3 Permission to Participate in Commencement: Students who will be within 10 units and two requirements of degree completion and who have a grade point average of 2.0 (overall and major) may be able to participate in the Commencement Ceremony. Students who wish to "walk through" the ceremony must submit a *Permission to Participate in Commencement* form to the Office of the Registrar by the deadline posted on the Academic Calendar, or their name will not appear in the Commencement Program.

2.5.17.4 Commencement Events: In addition to the Commencement ceremony, there are a host of other activities taking place including: Commencement Liturgy, President's Reception, Seniors-Only Breakfast. In addition, some departments choose to host a table or event for graduating seniors. Note that on Commencement weekend, all departments are asked to refrain from using Bon Appétit and/or Facilities for food or set-up needs.

Other departments host graduation events earlier in Spring quarter in order to celebrate with their students. If you want to book the Williman Room or Adobe Lodge for a graduation event, book early! Some areas may be booked up to a year in advance.

2.5.18. Honor Societies/Awards:
Santa Clara University is proud to host 25 prestigious national honor societies in the liberal arts, sciences, business administration, and engineering. These societies reflect a long tradition of academic excellence, tracing their origins back at least 50 years. Some date from the 19th century and one dates from the 18th century. Some honor societies offer special monetary awards and/or prizes for outstanding students. Individual departments have their own procedures for inducting students into honor societies. Senior students who are members of Honor Societies are listed in the Commencement Book.

Nora Jamison-Danko from the Office of Student Life will send out a memo in February or early March to alert you to various deadlines for commencement/honor society related tasks. Included are things like honor cord ordering information; check request deadlines (for dept awards); and the date by which she (Nora) must receive the names of graduating seniors who are members of your department honor society and winners any department awards (typically end of April). If you are uncertain as to what awards your department gives you, these are listed in the University Bulletin. If you have any new awards, or changes to previous awards, please contact Nora Jamison-Danko (Njamison@scu.edu) with these updates. More information about check requests for honor societies may be found in the Financial section of this binder.

For a complete list of Honor Societies visit this site:
http://www.scu.edu/academics/bulletins/undergraduate/10-01.cfm

Each year the University has several awards it gives to outstanding students:
http://www.scu.edu/academics/bulletins/undergraduate/SCU-University-Awards.cfm

2.6 Alumni: University alumni have the benefit of being able to audit courses for $25. These alumni auditors must pick up a form in the Alumni office and have the professor sign it (these alumni names will not appear on the class roster).

Alumni involvement in some units may be very high. The University recently implemented a "Grand Reunion" weekend, and units are encouraged to hold alumni happy hours or other events. These are coordinated with the Alumni Relations office several months in advance of the reunion.

Some alumni choose to donate funds directly to an academic unit, rather than to the larger University. Donations to your gift fund are tracked through Rayzor's Edge; you may request alumni giving reports from the Alumni Relations office.

Your unit may send out periodic alumni newsletters. Again, you'll work with the Alumni Relations office to access mailing (either e- or snail-) addresses for your alums.

2.7 Assessment

2.7.1 WASC: Western Association of Schools and Colleges

Excerpts from the SCU WASC website: http://www.scu.edu/provost/ugst/wasc/
"Santa Clara University is accredited by the Accrediting Commission for Senior Colleges and Universities of the Western Association of Schools and Colleges. Various academic programs within the University are also accredited by specific accrediting bodies. "

"Santa Clara University began to look toward the Institutional Proposal and self review explicitly in the Winter of 2006 when the University Planning Council, a group of faculty and administrators, worked through and discussed the *Worksheet for Preliminary Self Review Under the Standards*. The initial results of the *Worksheet* exercise is available using the link below, it is called: *Preliminary Self Review (3/13/06)*. Later in 2006 the Vice Provost for Academic Affairs developed a 45 question online survey (an expansion of the WASC 42 Criteria for Review). Administered in fall 2006, this survey asked faculty, staff, students, and board members to evaluate how well Santa Clara performs in relation to each of the Criteria for Review." Information on survey results may be found here: http://www.scu.edu/provost/ugst/wasc/criteria.cfm

Department Administrative Assistants will provide varying degrees of support during the WASC and Program Review processes. Please discuss your level of involvement with your Chair and/or Associate Dean.

2.7.2 Program Review: All academic programs at SCU are expected to assess student learning outcomes at the program level. Each unit should have the following documents:

- a listing their mission, goals, and objectives (MGOs)
- Curriculum Alignment Matrix, which compares the current curriculum against the learning objectives listed in the MGO
- Assessment Plan, which is an outline for methods and a timetable for assessing each of the learning objectives.

Academic units submit an Annual Assessment Report to the Dean and Director of Assessment. This report details the assessments undertaken during the past year.

Dr. Christine Bachen is the Interim Director of the Office of Assessment. Kathleen Schneider in the Dean's office is also a very good resource, and the University's assessment website is at http://www.scu.edu/provost/assessment/

3. Financial Management

PeopleSoft Financial User Manual:
http://www.scu.edu/finance/peoplesoft/upload/UserManual_FS89_EndUser_2.pdf
Accounts Payable, Purchasing, and budget review are all facilitated through PeopleSoft Financials.
Link to PeopleSoft Financials system: https://financials.scu.edu/psp/fsprd91/?cmd=login
Link to important Financial Forms: http://www.scu.edu/finance/forms/

Account Code list:
3.1 http://www.scu.edu/finance/peoplesoft/upload/FY2011-Financial-Accounts-List-Distribution_1.pdf

3.2 Budgeting: Your unit may have a variety of funded accounts, described below. After each month's budget close (usually by the 10th of the following month), you should review charges on your various accounts for accuracy. It is expected that all accounts will be closed accurately and in a timely fashion after the end of their fiscal period. The fiscal year runs from July 1-June 30th.
http://www.scu.edu/finance/budget_office/upload/2012-Budget-System-User-Guide-2.pdf

3.3 Current Unrestricted Fund (CUF): The CUF, or Operating Budget, is the main department fund that is used for all expenses relating to general day to day running of the department. This includes things like office, teaching, and research supplies, instructional equipment, computers and software, general travel, and food. The Dean's Office sets each department's operating budget each year. Departments need to allocate money from other fund sources – such as Gift funds, into the CUF each spring to reflect the department's expected spend rate for the next fiscal year. You will work with Kathleen Schneider in the Dean's office on any budget issues, including allocating your CUF.

3.4 Student wages: each department is given a set amount of money for student help throughout the year. Student wage funds and your current unrestricted funds are interchangeable in FY2012
See 5.7. Student Staff for more information on allocating student wages.

3.5 Gift Accounts: You may have a variety of gift accounts. Most gifts to departments are alumni donations placed in a general unrestricted gift fund. Some departments track alumni donations and follow through with thank you notes or other recognition. See Alumni section for additional details.

3.6 Grants: Various internal professional development/technology grants are available to faculty through the Dean, Provost, Bannan Center, Markkula Center, and other campus entities. These grants are set up for the individual and given a unique budget string. When the faculty needs to be reimbursed, these are processed by the department admin. To determine the amount of money that

is remaining on a specific grant, you may run a project summary using the project ID in PS finance system.

The Dean's Office professional development grants are commonly used by faculty. Academic Year Adjunct Lecturers (AYALs) are allowed to request up to $250 per academic year, Lecturers are allowed up to $500 per academic year. Tenure Line faculty may request up to $1,000/year. These professional development grants are made at the discretion of the Dean's office. The faculty email Kathleen Schneider (KVSchneider@scu.edu) with a request, which should include an itemized list of what they plan to do with the money and the approximate cost of each item. If approved, the Dean's office will send a memo to the faculty member, the Chair, and the Admin with the budget string and amount of the grant.

Various entities on campus offer similar funding opportunities throughout the year; they will usually email the campus (or at least the faculty) with announcements about deadlines and criteria.

In some units, faculty receive external grants. Marie Brancati in the Dean's Office will work with you to coordinate these grants, as will the Office of Sponsored Projects (at http://www.scu.edu/sponsoredprojects/). Most external grants are administered by Sponsored Projects.

3.7 Petty Cash: Departments are allowed Petty Cash funds, not to exceed $200, for use in situations where cash is needed or small purchases are made. One-on-one training is offered by the University Finance Office. http://www.scu.edu/finance/forms/#petty_cash_forms

3.8 Deposits/accounts receivable: You can make deposits to your departmental accounts using Check. Credit Card, or Cash Deposit forms: http://www.scu.edu/finance/forms/
Complete the form, make an extra copy, then take the forms with the checks or cash, to the Cashier's Office (aka: Bursar's Office) to be deposited. The Cashier will return one signed copy for your records.

3.9 Accounts Payable: Accounts Payable process payments to vendors for all expenses incurred by the department or employee, and issues all reimbursements to faculty, staff, and students. Contact Khanh Chau in the UFO to schedule a training session. The various procedures to request payment or reimbursement follows (you'll receive a more in-depth training with staff from the University Finance Office):

3.9.1 Check Request: (payments to external vendors) you will need to complete and submit a *Quick Voucher form* with an invoice to the Accounts Payable Department. To access the form, do the following:
-Log on to the PeopleSoft Financial system using this link:
https://financials.scu.edu/psp/fsprd91/?cmd=login
-From menu, select Accounts Payable;
-Click on Vouchers;
-Select Add/Update; then
-Click Quick Invoice Entry, and be sure you are working from the Add a New Value tab.
3.9.2 Cash Reimbursement: (under $250) You will need to take a completed *Payment Request form* to the University Cashier in the Bursar's office. The form is found in the following link:

http://www.scu.edu/finance/forms/. A receipt is required if the expense is *more* than $75.00, and the same restrictions apply for travel/meals as for a check request.

3.10. Purchasing: The Purchasing department acquires goods from external vendors in situations when paying from an invoice is not appropriate. The website with more info is: http://www.scu.edu/finance/USS/purchasing.cfm

3.10.1. Central Stores: Central Stores will provides paper, selected toner cartridges, and a handful of other frequently used items. The inventory is at http://www.scu.edu/SCU/Departments/Purchasing/stores/, as is the link to the central stores ordering form. Fax a completed form to central stores (x5066), and your items are usually delivered the next morning.

3.10.2. Purchasing Forms: http://www.scu.edu/finance/USS/purchasing_forms.cfm
Use this link to find order forms for business cards, letterhead, department envelopes, name plates, and campus signs.

3.10.3. Bank of America Purchasing Card: See Ed Merryman for training. The application can be found at http://scu.edu/finance/forms/upload/Concur-p-card-application-2011-06-24.xls

3.10.4 CONCUR: Used for internal reimbursements, reconciliation of expenses charged to Purchasing Cards, and for booking travel.
http://www.scu.edu/finance/ap/upload/Concur-Training-Slides-for-Packets-090210_2.pdf

3.10.5 Office Supplies: The University has a contract with Office Max and also with Give Something Back. You can purchase supplies online and have them delivered directly to your office. Contact Lisa Chatelle Watt for login instructions and set up : LChatelleWatt@scu.edu

3.10.6 Tech Req: To purchase some items the admin first needs to get a quote for the equipment needed [Computer quotes: quotes@scu.edu; Ink/Toner cartridges that aren't available through Central Stores, furniture, or specialty items: LChatelleWatt@scu.edu]. Once the quote has been received, an order may be placed using the Tech Req feature in PeopleSoft Financials. Contact Lisa Chatelle Watt for training.

3.10.7 Chargebacks: These are expenses that are internally processed. For example, when ordering letterhead, you must provide a budget distribution string. Once the order is processed your department will be billed and you should receive a copy of a "chargeback" sheet showing your expense.

4. Event Planning: Event planning on campus will vary depending on the department(s) for which you are planning the event and the type and scale of the event itself. This section provides a basic guide to event logistics at Santa Clara University.

4.1. Scheduling your event: Planning as far ahead in advance as possible will make it easier to coordinate your event. Event locations on campus book up fast and early. Before choosing a date and location consider the following:

1 What date(s) and time(s) work for your guest speaker(s)? Your options may be narrowed

depending on the availability of your speaker(s).

2 What other campus events will conflict with your event? Check the University calendar of events as well as the academic calendars to determine if there are any conflicts that may limit the number of attendees at your event. Don't forget that the Law School is on a different academic calendar.

3 Which classes are scheduled during the date(s) and time(s) you are considering? If you can schedule your event to coincide with the end of a class period, it may be easier for faculty and students to add your event to their calendars. Additionally, you may consider purposely scheduling your event to coincide with the time a specific class meets if the topic of the class is related to the topic of the event. Check with that faculty member to see if she/he would bring her/his class to the event if scheduled during class time.

4 What audience do you hope to attract to your event? If you are hoping to primarily attract faculty, staff, and students, consider a lunchtime or afternoon event. However, if you hope to attract alumni and community members, an evening event might work better. Evening events often attract more students as well, but attract fewer faculty and staff.

4.2 Booking an Event Space: Astra Calendar is SCU's online event planning/room reservations system, and can be found at http://astra.scu.edu/.
When choosing a location for your event, consider the following:

- How many attendees do you expect?
- How will you set up the event space?
- Will you serve food?

Most rooms are easily booked through Astra. Some rooms on campus are controlled and not bookable via Astra, such as the Adobe Lodge, most of the rooms in the University Library, and several small conference rooms scattered across campus. Whether you book through Astra or by calling or emailing a staff member for an off-Astra space, be sure to retain email confirmation that you've booked the space.

4.3 Space Set-Up: Rooms within Benson Center are set up through the University Events Planning office. Contact Events Planning by phone or by email to let them know the details of how you'd like furniture arranged for your event. If you are scheduling your event in a location other than Benson Center, complete the Event in Production form found online http://university-operations.scu.edu/facilities/service-request/event_move_requests/ and submit it to Facilities at least two weeks in advance. Please note that there may be charges assessed to your department if the set up or break down of your event occurs outside of Facilities's business hours (currently Monday through Friday, 7 a.m. to 3:30 p.m.). You may be able to schedule your set up for earlier in the day to avoid those charges if no other department is using the same space. Additionally, you may be able to coordinate with the department whose event is before yours in the same space to choose a set up that works for both their event and your event, avoiding the need for you to complete your own Event in Production form. For more information on possible set up costs, contact Facilities. In addition to University Events Planning and Facilities, you may consider using an off campus vendor for your event set up needs. For example, if you need tents, umbrellas, or more options for chairs and tables than those available on campus, consider renting from an off campus vendor.

4.4 Catering: Bon Appetite is the campus caterer. There are two different groups of staff who run catering: the Campus Dining Services staff located in Benson Center

http://scu.cafebonappetit.com/cafe_catering.asp and the staff located in Adobe Lodge http://www.cafebonappetit.com/adobe/cafe_catering.asp?category=catering. Generally Adobe Lodge caters events that are held within Adobe Lodge, within the Nobili Dining Room, and in the gardens adjacent to Adobe Lodge. Both staffs have different menus from which to choose. For catering arranged through Campus Dining Services, you can order over the phone or online. Catering on campus requires at least 48 hours notice to place an order. Order as far in advance as your plans allow. Off campus caterers are now allowed to provide food or beverages for on campus events, but a 7% fee must be submitted to Bon Apetit. The only exceptions are small, private events (such as department meetings or potlucks) for which departments or campus groups may serve food that has not been provided by Bon Appetite, as long as the cost of that food does not exceed $250. Alcohol at events can only be provided by Bon Appetit. Please become familiar with the SCU Food and Beverage Service Policy http://www.scu.edu/csl/about/upload/PDFFoodandBev-Policy.pdf.

4.5 Guest speakers: If applicable, once you have identified the guest speaker(s) for your event, be sure to complete an Honoraria Form, located on the Finance Office website: http://www.scu.edu/finance/forms. Be sure to complete this form well in advance of your event. After the form is approved, the Finance Office will create a vendor number for your guest speaker which will allow you to create a Quick Voucher in People Soft to process her/his honoraria payment. That vendor number can also be used to create a Quick Voucher to process reimbursements for travel costs incurred by the speaker. If the speaker will be making her/his own travel arrangements for which you will reimburse her or him, complete a Business Expense Form, located on the Finance Office website http://www.scu.edu/finance/forms. Should your speaker choose to make her/his own arrangements, let her/him know about SCU's travel policies, including which expenses are covered and at what rates. You may want to discuss with your department budget manager or supervisor to find out the maximum amount you are willing to reimburse a speaker. In order to make travel arrangements through the University, contact one of the University approved travel agents. You can find their contact information as well as important information about University travel policies in the Travel and Reimbursement Policies and Procedures guide, located on the Finance Office website: http://www.scu.edu/finance/forms. The University also has arrangements for direct billing with local hotels, such as Candlewood Suites. Contact Purchasing for a full list of local hotels that provide direct billing to SCU.

4.6 Parking: In order to arrange for parking for your guest speaker and/or your attendees, you need to contact Campus Safety in advance. If your event is free, parking for your attendees is free. Otherwise, you'll need to let your attendees know the cost for parking on campus or encourage them to find free off campus parking.

4.7 Books: If your guest speaker has a book that you'd like to make available for purchase either in the bookstore or at the event, contact the Campus Bookstore at least three weeks in advance to make arrangements.

4.8 Media services: For events in Benson Center, the Events Planning Office may be able to provide some limited equipment for your event, such as a microphone. Most of the media equipment you will need should be ordered in advance through Media Services, 408-554-4520. They can provide microphones (wired or wireless handheld or lapel), screens, projectors, laptops (Apple or PC), pointers, Powerpoint remotes, and more. You can also request that your event be

video taped. Media Services will generally drop off a video camera and show you how to operate the camera. The will turn the tape into a DVD for you to keep for a fee. Consider whether you'd like to turn your event into a videocast or a podcast that can be downloaded from your department website or shared via email with those unable to attend the event.

4.9 Advertising: When deciding how to advertise your event, consider the audience you hope to attract. If you hope to attract students, they might respond best to email or online event announcements on Facebook. If you hope to attract off campus community members, consider which local groups might be interested in your event. For example, if you are hosting a lecture featuring an author, considering inviting local book clubs or posting flyers at local libraries. If you are inviting alumni, you might want to create a printed invitation and provide them enough advance notice to add your event to their schedules. In order to get the word out about your event, here are some tips and helpful information:

- Add your event to the University Events Calendar as soon as you have booked your space. Not only will listing your event on the calendar help you advertise, it will also help other departments avoid planning an event that conflicts with yours. You will need a Commonspot login in order to add your event to the online calendar. Link to Event Calendar login: http://cms.scu.edu/events/manage/
- Consider creating an online RSVP form. If you need attendees to RSVP for your event, the online form will help you keep track of your RSVPs. You can create an online RSVP form by signing into the University Events Calendar. That form can be accessed through the calendar and you can also share the RSVP link by email, on your department website, or via Twitter, Facebook, or LinkedIn, if you use those sites, allowing attendees to easily RSVP.
- Consider creating a flyer, postcard, invitation, or other printed advertisement for your event. When creating printed materials, consider the cost to your budget and to the environment. Perhaps you can turn your create flyer or invitation into a PDF and reach your prospective audience via email or other online means, thereby reducing the number of printed pages needed. Remember to add the compliance statement to all advertisements: *"In compliance with the ADA/504 please direct your accommodation requests to: Your Name Here at 408.554.your phone number here or by email Your Email Here or call TTY-California Relay, at 1-800-735-2929 at least 48 hours prior to the event."*

  In order to post and distribute flyers, be sure to inquire about the posting procedures for each individual building. For example, if you'd like flyers posted in Benson Center, drop off three copies to the Information Booth. If you'd like flyers posted in the Residence Halls, contact the Office of Residence Life to find out how many copies you should make and drop them off in advance so that their staff can distribute and post your flyer. If you'd like flyers posted or distributed to specific departments or offices, send copies to the staff member of those departments. Consider your event topic and target your flyers accordingly.
- You may also want to advertise on the screens in Benson Center, the University Library, or other campus buildings. Contact University Events Planning to find out the requirements for advertising on Benson Screens. Contact Sue Khalipa, skhalipa@scu.edu about monitors in Arts & Sciences bldg., O'Connor, or Mayer Theater.

  Contact the library staff and the Business School Dean's Office to find out about the policies and procedures for advertising on their respective screens.

- Email can be a quick, cheap, effective way to advertise your event. If you would like to advertise to all faculty or all staff, email your event announcements to Faculty@listproc.scu.edu and/or Staff@listproc.scu.edu. If you would like to email to all undergraduates, the Associated Students Vice President sends a weekly email to all undergraduates that includes brief event announcements. Contact the current Vice President for more information. You can also reach alumni, community members, and friends of your department via email to advertise your event.
- If your event is newsworthy, contact the Office of Marketing and Communication to help you draft and distribute a press release to the media. You may also want to send a press release to the student newspaper, The Santa Clara. You could also consider advertising in The Santa Clara or in The Grapevine, the publication printed for the Law School.
- You can also spread the word about your event through the departments and offices with which you are co-sponsoring, if applicable. Encourage them to email their network of possible attendees with your PDF flyer or invitation. You may also attract more students to your event if you encourage professors to offer extra credit for attending the event.

4.10 Event evaluation: While it may be easy to skip this step, including a brief event evaluation for your event will help you plan your next event and will help you identify whether or not you are achieving the outcomes you had hoped for your event. For example, if one of your goals is to educate your audience about a particular topic, ask them if in an event evaluation if they have learned something new or ask them to rate the information they have received from attending your event. If you'd like to find out which method of advertising was the most effective, ask your attendees how they heard about your event. You can either encourage attendees to complete a paper evaluation at the conclusion of your event or, if you have an rsvp list or an email mailing list, email your attendees an event evaluation to complete online. You can create an online evaluation by using Commonspot or free survey websites. Here is an example of a brief event evaluation:

Event Evaluation

Circle all that apply: Faculty Staff Undergraduate Graduate Guest

How did you hear about this event? (Circle all that apply)

Email Flyer Facebook Benson Screens Faculty/Staff Friend The Santa Clara

Other:_____

Why did you decide to attend this event?

_____

What did you gain from this event? (Circle all that apply)

Information/perspective Emotional support Inspiration/Motivation

New skills Commitment to personal change Commitment to social change

Other:_____

How will you apply what you learned from this program?

_____

_____

Overall, how would you rate this event? (Circle one)

Poor 1 2 3 4 5 Excellent

Any further comments or event suggestions?

_____

_____

A link to the online version of this survey will be emailed to attendees.

5. General Office

5.1 Record keeping/Filing/Backups: Until you've a good feel for what data is important and what can be discarded, it's best to be safe and hold on to everything. Most of us archive all University-related emails (a function within Groupwise), rather than deleting them. You should keep copies of any payment requests and Concur reports for your files.

The University is in the process of changing to a Google email system, this may change how people manage their email systems and information.

5.2 Copiers: University copiers are maintained by Rabbit Copiers, which leases them to the University. Contact Bertha Gonzalez, bgonzalez@scu.edu or Ed Merryman EMerryman@scu.edu with specific questions or service requests. The Copier/Printer Usage reports that provide detailed backup for the charges to your Department are available in PeopleSoft Financials. Detailed instructions to run the reports and more information are online at:

http://www.scu.edu/finance/USS/Copier-Program.cfm

For large jobs, most of us utilize CopyCraft, a copier service just off campus. Their prices are competitive, you may e-mail your copy job to them, and they're usually able to return a job to you the next day (same day if you're in a rush). Their phone # is 408-247-4692.

5.3 Telephones: Contact Veronica Dodd (vdodd@scu.edu) ext. 4581 with updates & changes to telephone displays or voice mail. When you're calling on campus, you only need to dial the last 4 digits of the phone number. To call off-campus, dial "9" before the phone number. Our local and long distance rates are very high, so you should encourage your department to use Google Voice, Skype, cell phones, or at least calling cards to help control your long distance costs. Information on accessing voice mail, and other telephone issues, is at http://it.scu.edu/help/telephone/

Phone charge reports are available at: http://scutelcst.scu.edu/accountaccess/accesslogin.jsp contact Veronica Dodd, vdodd@scu.edu for login and password information.

Effective October 20, 2012: Due to the new 669 area code overlay in Santa Clara County, all residents and businesses must use 10-digit dialing even when calling off-campus locally (example for calling local calls from on-campus: 9-1-408-555-1212). Please note that if dialing on-campus, you only need to use the 4-digit extension.

5.4 Campus Directory updates: The online Campus Directory can be updated any time by the Department's Phone Representative (i.e. you) using the following link: http://cms.scu.edu/utility/phonebook/. You will need a Commonspot User ID and Password from the Office of Marketing and Communication if you don't already have them. Once you are logged in, you can update the information about your department, faculty, and staff. This directory is printed once per year, faculty may be able to opt in or out of receiving this printed directory. The deadline for any updates (or opting in or out) for this printed directory typically comes in late September.

Department

a. From the Main Menu screen, select Manage Organizations, then click Next;
b. Your department's name should be shown as the selected Organization, then click Next; if not, choose from the drop down button, then click Next;
c. Enter update, then click Next or Finish when done. You will then receive confirmation that your changes were saved successfully.

Faculty/Staff

a. From the Main menu, select Manage People, then click Next;
b. Enter Email address of faculty/staff you wish to edit, then click Next;
c. Edit or continue to click Next until you see the appropriate change;
d. For example if you're *deleting* a person, select Add/Remove, then click Next;
e. Select the department's name that the person belongs to, then click Next;
f. Scroll down the departmental listing until you see the name you wish to Remove, select then click Next;

g. The next screen will allow you to Review and Verify the name you wish to Remove, click Finish when done. You will then receive confirmation that your changes were saved successfully.

5.5 PC Replacement Program: http://it.scu.edu/PCReplace/homepage.shtml
Every spring, departments are asked to go online and register their computers for PC replacement. All computers on PC Replacement will have an asset tag. This tag number is the key to determining what year that PC will be replaced. Please use the link above to answer questions regarding PC Replacement.

NOTICE: As of FY2011, the process for adding new machines to the PC Replacement process has been discontinued. This notice only refers to newly purchased machines, planned new computer purchases, and existing computers not already in the PC Replacement Program.

Questions regarding PC Replacement should be directed to: Lai-San Malmquist, IT, x 5700

5.6 Performance Planning & Review:
Every spring, all staff in the College are given a performance evaluations. This first part of the evaluation process is between the Admin and Chair/Supervisor. The results of this review are then sent to the Dean's office for their review. Performance documents are available on the Admin Resource page in the College of Arts & Sciences:
http://www.scu.edu/cas/facultyandstaff/Admin-Resources.cfm

Guidelines for Mutual Expectations Checklist and Performance Review Document:
http://www.scu.edu/cas/taskforce/upload/guidelines2_mutual-expectations-checklist-performance-review_rvsd-3_11-0321.pdf

5.7 Student Staff: Many units on campus utilize student employees. They are considered at-will employees, and are not benefits-eligible. Students may not work for more than 20 hours/week during the regular academic period, but may work up to 40 hours/week during spring and winter breaks and the summer. In addition, students may work for one additional quarter past their graduation date.

5.7.1.1 Hiring Students: Some units hire students from within their major, while others post on-campus jobs on BroncoLink, the University's job board. Students are hired for a variety of reasons: administrative work, research assistance, grading, tutoring, grading, etc. Directions for posting jobs and completing the hiring paperwork can be found here:
http://www.scu.edu/hr/careers/studentemployment/hiringmanagers.cfm

For Student Employment Authorization (SEA) Questions contact: Maria Aranda, maranda@scu.edu

5.7.1.2 Timesheet Reporting: Once a student is hired and has completed all necessary paperwork, they should post their hours on ECampus. Newly hired employees can either go through hands-on training as part of the new hire orientation, or follow the instructions on the following link: https://www.scu.edu/ecampus/employees/index.cfm**.** If you supervise student employee(s), you will need to approve the payable hours at the end of the pay period. The instructions are also at the link above.

For questions regarding timesheets, contact Human Resources at x 4359. For questions regarding the student employment form, contact Student Employment at x 6444.

5.8 Facilities

5.8.1Keys/Bldg Access

5.8.1.1 Onity Locks: to add, change, or delete access privileges for doors with Onity swipe locks using the ACCESS card, the admin should email Facilities-CSC@scu.edu . Email should include 1) Name & ID #; 2) Office number(s), including common area doors; 3) Times doors should be available (ex: 24/7; Mon – Fri, 8:00 – 5:00; etc.); 4) Expiration date for access. For building access on an Onity Lock, contact your building manager with the name & ID of the person you would like to receive access. The building manager will contact the ACCESS office to request permission. *The new faculty, staff, or student must take their ACCESS card to the Facilities department in order to activate their permissions*.

5.8.1.2 Key locks: http://university-operations.scu.edu/facilities/service-request/key_lock_requests/

5.8.2 General Maintenance: Facilities assists with the general maintenance of buildings. For more information, please view their website: http://university-operations.scu.edu/facilities/

5.8.2.1 AIM: is the online work order system. Contact Facilities to get your username and password established. Once you have this, visit this site to login: http://fmmidtier.scu.edu:8080/fmax/login

5.8.3 Building Manager: Select your building from the alphabetical sections. It will give information about your building and have an e-mail link to the building manager http://university-operations.scu.edu/facilities/buildings-grounds/building_information_facilities/

5.8.4 Equipment: Some departments are responsible for unique items, which may range from a resource library to a television studio to "wet" lab supplies. In each of these instances,

5.8.5 Lab Management: Several departments (i.e. Chemistry and Biochemistry, Biology) that have science lab rooms have a staff position of laboratory manager who manages the laboratory budget and supervises one or more lab technicians. The lab management team (manager and technicians) is responsible for the day to day operations of the student labs, making sure that materials and equipment are on hand and ready for the students who have enrolled in these lab courses. Together, the manager and technicians hire several students to assist with this lab preparation and to assist the lab instructors teaching in the student labs. The team also ensures that students have a safe working environment in which to carry out their lab work and that the waste generated in laboratory experimentation is disposed of properly. Contact Anne Farrell (afarrell@scu.edu) for more information on lab management and John Hyde (jhyde@scu.edu) for information on laboratory safety and waste disposal.

5.9 Mailing Services: http://www.scu.edu/finance/USS/mailing_services.cfm
University mail is all received in the Central Mailing, it is then sorted and delivered to all areas on campus; at which time outgoing mail is picked up. Typically, once a time has been established for

your mail pick-up and delivery it happens around that same time each day. Larger or specialty packages may arrive in a separate delivery that same day.

5.10 Website: http://scu.edu/webpublishing/cms/
University websites are updated and maintained using CommonSpot. Some department administrators are responsible for website maintenance, while faculty or student workers in other units may update as necessary. Russ Morris in the Office of Marketing & Communication can work with you to get started, as can Teri Escobar Technology Training.

5.11 Emergency Response & Preparedness at SCU: http://www.scu.edu/emergency/
You are strongly encouraged to sign up with Connect-ED, which will alert you at your home, office, and cell locations if there is an emergency on campus. You can access this registry using your E-Campus account.

6. Helpful Guides

6.1 Advice: Our best advice to you is to reach out to your peers. Come to the College's M&M meetings, typically on the first Thursday of each month from September through June and get to know your fellow administrators. They're your best resource!

6.2 Frequently Used Forms

6.2.1 Students

Form Name	Source	Submit to	Comments
Program Petition	Registrar	Drahmann Center	Students use this form to declare a major.
Grade Change	Registrar	Registrar	Must originate from faculty, signed by faculty, department chair and dean
Add/Drop	Registrar	Registrar	
Petition to Graduate	Registrar	Registrar	Requires department chair's signature; Submit with Pre-Graduation Evaluation
Pre-Graduation Evaluation	Registrar	Registrar	Requires advisor's and chair's signatures; Submit with Petition to Graduate
Employment Forms	Online	Online (SEA)	Must submit via email ; Available at: http://www.scu.edu/careercenter/students/studentemployment/forms.cfm?

6.2.2 Employee Benefits available from http://www.scu.edu/hr/forms/

Form Name	Source	Submit to	Comments
Performance Document	CAS, Dean's office	Supervisor	Available at http://www.scu.edu/cas/facultyandstaff/Admin-Resources.cfm
Payroll Forms			Instructions available at HR website, URL listed below:
Benefit Forms			http://www.scu.edu/hr/forms/
Staffing Forms			

6.2.3 Faculty

Form Name	Source	Submit to	Comments
Faculty Application Form	CAS, Dean's Office	CAS, Dean's Office	Required, prior to candidate's interview with Dean; Required of QPT annually: http://www.scu.edu/cas/facultyandstaff/upload/Faculty_-Employment_Application.pdf
IT/Group Wise Acct	IT	IT	Available at: http://it.scu.edu/services/NovellGroupWiseAccountRequest.shtml
Access Card	Access office	Access Office	

6.2.4 Finance many of these forms can be found at: http://www.scu.edu/finance/forms/

Form Name	Source	Submit to	Comments
Direct Purchase Order	Purchasing	-Purchasing -Accounts Payable	Keep one copy for departmental files
Payment Request	Online	Cashier's Office	Needs 2 copies, one for cashier, one for department
Business Expense	Online	Designated Accountant at University Finance Office	Look under "Finance" Needed if for travel, conferences, etc. Submit with Quick Voucher
Expense Transfer	Online		Under "Internal Transfer"

6.2.5 Facilities forms can be found at: http://university-operations.scu.edu/facilities

Form Name	Source	Submit to	Comments
Key Request Form	Online	Fax to Facilities	
Event Request	Online	Fax to Facilities	

6.2.6 Purchasing forms can be found at: http://www.scu.edu/finance/USS/purchasing_forms.cfm

Form Name	Source	Submit to	Comments
Name Plate	USS	Fax to 5066	
Letterhead	USS	Fax to 5066	
Central Stores	USS	Fax to 5066	
Purchasing Card Appl.	Ed Merryman		